



Agency Records Disposition Schedule

Department: Office of Administration

Section:

Division: Information Technology Services Division

Sub-Section:

TITLE: Conversion Data

CUTOFF:

DESCRIPTION: Conversion Data - materials and correspondence relating to the conversion from one accounting system to another by the state. Contains reports, trial runs, monthly computer runs. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3012

SERIES STATUS: Approved

APPROVAL DATE:

9/2/1982

TITLE: Cost Allocation, Revolving Fund and Billing Documentation

CUTOFF:

DESCRIPTION: Cost Allocation, Revolving Fund and Billing Documentation

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 2919

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: JCL (Job Control Language) Production Run

CUTOFF:

DESCRIPTION: JCL (Job Control Language) Production Run. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3011

SERIES STATUS: Approved

APPROVAL DATE:

9/2/1982



Agency Records Disposition Schedule

Department: Office of Administration
Division: Information Technology Services Division

Section:
Sub-Section:

TITLE: Major Projects

CUTOFF:

DESCRIPTION: Major Projects - long term projects which extend beyond fiscal year's programming; equipment purchases

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 2918

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Management Steering Committee

CUTOFF:

DESCRIPTION: Management Steering Committee - minutes

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 2922

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Privacy, Confidentiality, Security, Disaster Planning

CUTOFF:

DESCRIPTION: Privacy, Confidentiality, Security, Disaster Planning - materials prepared and filed by agencies in conformance with statewide rules and regulations

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 2920

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996



Agency Records Disposition Schedule

Department: Office of Administration
Division: Information Technology Services Division

Section:
Sub-Section:

TITLE: Time Logs

CUTOFF:

DESCRIPTION: Time Logs - Time record of contractors and state employees. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3013

SERIES STATUS: Approved

APPROVAL DATE:

9/2/1982

TITLE: Time Logs or Sheets

CUTOFF:

DESCRIPTION: Time Logs or Sheets

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 2921

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996